



U.S. AMBASSADORS FUND *for* CULTURAL PRESERVATION



CULTURAL AFFAIRS OFFICE – EMBASSY OF THE UNITED STATES OF AMERICA – CAIRO, EGYPT

AFCP 2016 Competition

The U.S. Embassy Cairo Cultural Affairs Office is now accepting project proposals for the U.S. Ambassadors Fund for Cultural Preservation (AFCP) 2016 Competition. **The deadline for submitting proposals has been suspended until January 13, 2016.** Applications and enquires should be sent to CairoAFCP@state.gov

AFCP grants range from a floor of \$10,000 to a maximum of \$200,000 per project. In FY 2015, awards ranged from US \$32,500 to US \$200,000.

FUNDING AREAS:

Through the AFCP Program, the Department of State supports projects to preserve cultural heritage in the following three areas:

- CULTURAL SITES—such as, but not limited to, historic buildings and archaeological sites;
- CULTURAL OBJECTS AND COLLECTIONS from a museum, site, or similar institution—that include, but are not limited to, archaeological and ethnographic objects, paintings, sculpture, manuscripts, and general museum conservation needs; and,
- FORMS OF TRADITIONAL CULTURAL EXPRESSION—such as traditional music, indigenous languages, and crafts.

FUNDING PRIORITIES-GENERAL:

AFCP will recommend for funding those proposals that include project activities in adherence to the following guidelines and to international standards for the preservation of cultural heritage. These activities may include:

- CULTURAL SITES: conservation of an ancient or historic building, preservation of an archaeological site, or documentation of cultural sites in a region for preservation purposes.
- CULTURAL OBJECTS AND COLLECTIONS: conservation treatment for an object or collection of objects; needs assessment of a collection with respect to its condition and strategies for improving its state of conservation; inventory of a collection for conservation and protection purposes; the creation of safe environments for storage or display of collections; or specialized training in the care and preservation of collections.
- FORMS OF TRADITIONAL CULTURAL EXPRESSION: documentation and audiovisual recording of traditional music and dance forms for broad dissemination as the means of teaching and further preserving them, or support for training in the preservation of traditional applied arts or crafts in danger of extinction.



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FUNDING PRIORITIES-SPECIFIC TO THE AFCP 2016 ANNUAL COMPETITION:

Proposals for projects that meet one or more of the following criteria will receive consideration in FY 2016:

- Directly support U.S. treaty or bilateral agreement obligations, such as cultural property protection agreements, and U.S. Embassy strategic goals;
- Support the preservation of inscribed World Heritage sites;
- C. Support risk reduction and disaster preparedness for cultural sites and collections in seismically active and other disaster-prone areas; and
- D. Engage women, youth, or under-served communities.

SPECIAL NOTE REGARDING SITES AND OBJECTS THAT HAVE A RELIGIOUS CONNECTION:

The establishment clause of the U.S. Constitution permits the government to include religious objects and sites within an aid program under certain conditions. For example, an item with a religious connection (including a place of worship) may be the subject of a cultural preservation grant if the item derives its primary significance and is nominated solely on the basis of architectural, artistic, historical, or other cultural (not religious) criteria. Applicants considering preservation projects with a religious connection are encouraged to contact the Cultural Affairs Office on the following email

CairoAFCP@state.gov

ELIGIBLE PROJECT APPLICANTS:

Eligible applicants are defined as reputable and accountable non-commercial entities, such as non-governmental organizations, museums, ministries of culture, or similar institutions and organizations that are able to demonstrate that they have the requisite experience and capacity to manage projects to preserve cultural heritage. Embassies must vet applicants for eligibility, suitability, and reputable performance in cultural preservation or similar activities. The Center requests that embassies determine whether any country-specific sanctions should be taken into consideration before submitting proposals. Embassies must ensure the applicants are able to receive support from the U.S. Government and AFCP grants in accordance with AFCP program policies.



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INELIGIBLE ACTIVITIES AND UNALLOWABLE COSTS:

AFCP will NOT support the following activities or costs, and applications involving any of the activities or costs below will be deemed ineligible:

- A. Preservation or purchase of privately or commercially owned cultural objects, collections, or real property, including those whose transfer from private or commercial to public ownership is envisioned, planned, or in process but not complete at the time of application;
- B. Preservation of natural heritage (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils, etc.);
- C. Preservation of hominid or human remains;
- D. Preservation of news media (newspapers, newsreels, radio and TV programs, etc.);
- E. Preservation of published materials available elsewhere (books, periodicals, etc.);
- F. Development of curricula or educational materials for classroom use;
- G. Archaeological excavations or exploratory surveys for research purposes;
- H. Historical research, except in cases where the research is justifiable and integral to the success of the proposed project;
- I. Acquisition or creation of new exhibits, objects, or collections for new or existing museums;
- J. Construction of new buildings, building additions, or permanent coverings (over archaeological sites, for example);
- K. Commissions of new works of art or architecture for commemorative or economic development purposes;
- L. Creation of new or the modern adaptation of existing traditional dances, songs, chants, musical compositions, plays, or other performances;
- M. Creation of replicas or conjectural reconstructions of cultural objects or sites that no longer exist;
- N. Relocation of cultural sites from one physical location to another;
- O. Removal of cultural objects or elements of cultural sites from the country for any reason;
- P. Digitization of cultural objects or collections, unless part of a larger, clearly defined conservation or documentation effort;
- Q. Conservation plans or other studies, unless they are one component of a larger project to implement the results of those studies;
- R. Cash reserves, endowments, or revolving funds (funds must be expended within the award period [up to five years] and may not be used to create an endowment or revolving fund);
- S. Costs of fund-raising campaigns;
- T. Contingency, unforeseen, or miscellaneous costs or fees;
- U. Costs of work performed prior to announcement of the award unless allowable per 2 CFR 200.458 and approved by the grants officer;



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- V. International travel, except in cases where travel is justifiable and integral to the success of the proposed project;
- W. Travel or study outside the host country for professional development;
- X. Individual projects costing less than \$10,000;
- Y. Independent U.S. projects overseas.

INELIGIBLE PROJECT APPLICANTS:

AFCP does not award grants to individuals, commercial entities, or to embassies or past award recipients which have not fulfilled the reporting requirements of previous AFCP awards.

PERFORMANCE AND DELIVERABLES: AFCP 2016 award recipients must submit semi-annual performance progress and federal financial status and final reports on time as specified in the Notice of Award.

APPLICATION SCREENING CRITERIA:

The Cultural Affairs Office will first screen all proposals for technical eligibility based on the criteria contained in this request for grant proposals. The Center will also screen proposals against the lists of AFCP program-specific ineligible activities, costs, and applicants (see relevant sections above).

APPLICATION RATING CRITERIA:

Using a point-based system (below), the Center will rate all applications based on the program funding priorities; the quality, soundness, and comprehensiveness of the proposed project and budget; the urgency of the proposed project; the rationale for U.S. support of the project supplied by the applying U.S. embassy; the quality and quantity of supporting materials, such as resumes of the key project participants, images of the resource, and notices of official permission from the responsible resource steward, such as a ministry of culture.

AFCP POINT-BASED RATING SYSTEM: Proposals will be rated as follows:

- Purpose and Summary, Description, Time Frame, Importance of Site/Object/Form of Expression: 20 points max
- Urgency: 10 points max
- Sustainability: 10 points max
- Rationale for U.S. Support: 15 points max
- Media and Outreach Plan: 15 points max
- Budget: 15 points max
- Supporting Materials: 15 points max



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APPLICATION REQUIREMENTS

A. Project Basics:

1. Title
2. AFCP focus area and category (see Page 1 above)
3. Start and end dates
4. If part of an inscribed World Heritage Site, the name of the World Heritage Site
5. Ownership status of the object or site (Public or Private)
6. If a continuation or expansion of a project previously supported by AFCP, the title of the previous project and the award year

B. Project Applicant Information:

1. Organization name
2. Organization type
3. Address information
4. Name, title, and contact info of project director
5. Applicant DUNS number (see Page 7 below)
6. SAM.gov registration status (see Page 7 below)

C. Project Location:

1. Project site
2. City or vicinity
3. Country
4. Brief description of location

D. **Proof of Official Permission** to undertake the project and the endorsement and support of the appropriate national authority (PDF of an official letter preferred; if applicant owns the site or object, a letter stating that).

E. **Project Purpose** that briefly explains the project objectives and desired results.

F. **Project Activities Description** that explains how the applicant intends to achieve the project objectives and results, presents proposed tasks in a logical order, and describes how those tasks directly contribute towards achieving the project objectives and results.



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G. **Project Time Frame or Schedule** that identifies the major project phases and milestones, with performance target dates for achieving them (**NOTE:** Applicants may propose project performance periods of up to 60 months [five years] with five budget periods of one year each; projects must begin before September 30, 2016, and conclude no later than September 30, 2018).

H. **Project Participant Information (estimated):**

1. Number of primary (key) project participants (directors, managers, key consultants and experts, etc.; resumes required)
2. Number of secondary participants (skilled and unskilled laborers, technicians, volunteers, occasional workers and others who are not considered primary project participants)
3. Number of US participants
4. Number of Non-US participants

NOTE: total of primary and secondary participants should equal total of US and Non-US participants

I. **Statement of Importance** highlighting the historic, architectural, artistic or cultural (non-religious) values of the cultural site, object, collection, or form of traditional expression.

J. **Statement of Urgency** indicating the severity of the situation and explaining why the project must take place now.

K. **Statement of Sustainability** outlining the steps or measures that will be taken to maintain the site, object, or collection in good condition after the AFCP-supported project is complete; or, in the case of forms of traditional cultural expression, to preserve and disseminate the documentation, knowledge, or skills either resulting or gained from the project.

L. **Detailed project budget** demarcated in one-year budget periods (2016, 2017, 2018, etc.), that lists all costs in separate categories (Personnel, Travel [including Per Diem], Equipment, Supplies, Contractual, Other Direct Costs); indicates funds from other sources; and gives a justification for any anticipated international travel costs.



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M. Attachments and other supporting documents, such as:

1. REQUIRED: Minimum of five (5) high quality digital images (JPEGs) or audiovisual files that convey the nature and condition of the site, object, or form of expression and, in the case of a site or object, show the urgency or need for the proposed project (collapsing wall, water damage, worn fabric, broken handle, etc.)
2. REQUIRED: Resumes or CVs of the primary (key) project participants (project director, experts, etc.)
3. Historic Structure Reports, completed Conservation Needs Assessments, Engineering Studies, Feasibility Studies, and any other planning documents (summaries or digests acceptable) completed in preparation for the proposed project.

DUNS NUMBER AND SAM REGISTRATION: Applicants requesting \$25,000 or more in federal assistance must have a Dun & Bradstreet Universal Numbering System (DUNS) number, a NATO Commercial and Government Entity (NCAGE) code, and must be registered in the System for Award Management (SAM) prior to submitting applications. NOTE: This process can take weeks/months, especially for non-U.S. applicants. Applicants may acquire DUNS numbers at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or by requesting a number online at <http://fedgov.dnb.com/webform>.

Non-U.S. based applicants may request a NCAGE code at:
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>.

SAM is the official, free on-line registration database for the U.S. Government. SAM.gov replaced the Central Contractor Registration (CCR), the Online Representations and Certifications Application (ORCA), and the Excluded Parties List System (EPLS) in July 2012. SAM.gov collects, validates, stores, and disseminates data in support of federal agency acquisition and grant award mission. Registration in SAM is free:
<https://www.sam.gov/portal/public/SAM/>